

## INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF AUTHORIZATION APPLICATION FORM

Section 34-11-9, Code of Alabama, 1975, provides that a certificate of authorization shall be required by a corporation, partnership, firm, association or person practicing under a fictitious name, offering engineering or surveying services to the public; except, however, where an individual is practicing engineering or surveying in his own given signature name, he shall not be required to register under this section.

### Definitions

CA - Certificate of Authorization

PE - Professional Engineer

PLS - Professional Land Surveyor

### Application Form

If your firm has not qualified with the Alabama Secretary of State, you should call or write the Secretary of State and request the necessary forms.

Alabama Secretary of State  
Corporation Division  
P.O. Box 5616  
Montgomery, Alabama 36103-5616

Tel. (334) 242-5324

[www.sos.state.al.us](http://www.sos.state.al.us)

**Note:** The application cannot be processed until the licensees who sign under items 3, 5, 6 or 7 are licensed and current.

**Item 1:** Furnish name of business, physical street address of principal office, mailing address of the principal office you want information mailed to and telephone number of principal office.

**Item 2:** Indicate type of business. If you are offering both engineering and land surveying, two separate CA's are required.

**Item 3:** Identify which currently licensed Alabama PE or PLS, as the case may be, has been designated by your firm or corporation as the Principal Engineer or Principal Land Surveyor acting on behalf of your firm or corporation. (See application item 3 for definition of principal.)

The application must be signed by the Alabama Principal PE, if filing for Engineering CA, or by the Alabama Principal PLS, if filing for Land Surveying CA.

**Item 4:** List your Board of Directors and all officers. List the Alabama License Numbers where applicable.

The designating authority signature may be left blank if the principal engineer/principal land surveyor whose signature appears in item 3 is also a primary officer of the firm or corporation. If not, a primary officer of the firm/corporation must approve the designation of the Alabama licensee as principal engineer or principal land surveyor.

**Item 5:** List all partners. List Alabama PE or PLS License numbers where applicable. For an Engineering CA, one of more partners must be an Alabama licensed PE. For a Land Surveying CA, one or more partners must be an Alabama PLS.

**Item 6:** List the name, address and Alabama license number of all employees who are currently licensed and shall be in responsible charge of the practice of engineering or land surveying in Alabama.

**Item 7:** List the principal office and all branch offices, whether in-state or out-of-state, where engineering/land surveying work is performed or offered. Include address, telephone number, type of services offered, and the name and license number of the Alabama licensee in re-

sponsible charge of each office. A resident licensee must be in responsible charge of each branch office. (See application item 7 for a definition of responsible charge.)

Supplemental sheets may be submitted if additional space is required in answering certain questions.

## Fees

The application and renewal fees have been set by the Board at \$60. Reinstatement fees for late renewal are listed on the renewal form. A check or money order in the amount of \$60 made payable to PE & LS Fund **must accompany** the application form. No cash will be accepted.

**NOTE:** If filing for **both** engineering and land surveying, two separate forms are required and two separate application fees are due.

## To Be Submitted

The completed application package when submitted should include:

- \* Completed application form
- \* Check or money order
- \* The licensee(s) who signed under items 3, 5, 6 or 7 are licensed and current for the year for which this certificate shall apply.

Mail completed application packages to:

Alabama State Board of Licensure for  
Professional Engineers & Land Surveyors  
P.O. Box 304451  
Montgomery, AL 36130-4451

### FedEx or UPS Only

100 N Union Street, Suite 382  
Montgomery, AL 36104

## Annual Renewal

Certificates of authorization shall be renewed annually. It shall be unlawful for a corporation, partnership or firm to practice, offer to practice, or hold itself out as qualified to practice engineering or land surveying in Alabama following the expiration of said certificate of authorization. Certificates of authorization expire January 31 of every year.

## Changes

In the event there shall be a change in any of the persons listed (especially the designated principal) during the year, such changes shall be designated on the same form and filed with the board by the corporation, partnership or firm within thirty days after the effective date of such changes. No fee shall be charged for filing this amended form.

**If the designated principal leaves the company, the company cannot practice or offer engineering or land surveying, as the case may be, to practice until another principal has been designated. Failure to do so may result in disciplinary action being taken.**